



## SOUTH DAKOTA BOARD OF NURSING

4305 S. Louise Ave., Suite 201 | Sioux Falls, SD 57106-3115  
(p) 605-362-2760 | (f) 605-362-2769 | <https://doh.sd.gov/boards/nursing/>

### **Reactivation of Inactive RN or LPN Nursing License**

Please follow instructions carefully to avoid delays in processing your reactivation. If any information is incorrect, incomplete or illegible, processing may be delayed. You will be notified in writing if additional information is required. Upon receipt of all forms and fees your application will be considered for reactivation.

**It is illegal to practice nursing in South Dakota without an active nursing license.**

The South Dakota Board of Nursing is a part of the ***Enhanced Nurse Licensure Compact*** (eNLC) (SDCL 36-9-98). There are new features in the provisions of the legislation of the eNLC. Licensing standards are aligned in eNLC states so all applicants for a multistate nursing license are required to meet the same standards. One of the standards is a criminal background check at the time of initial licensure.

If you were originally licensed **prior** to July 2006 you did not have a criminal background check completed in South Dakota. In order to be eligible for a multistate license you must complete a criminal background check and declare South Dakota as your primary state of residence. Please request a criminal background check packet from the SD Board of Nursing by calling 605-362-2760 or emailing [Abbey.Bruner@state.sd.us](mailto:Abbey.Bruner@state.sd.us).

To REACTIVATE your inactive South Dakota nursing license, **submit the following** to the South Dakota Board of Nursing office:

- Completed ***Application to Reactivate an Inactive Nursing License***
- Completed ***Employment Verification Form***
- **Fee: \$115**
  - Payment should be in the form of a money order or personal check payable to South Dakota Board of Nursing. Fees are non-refundable and must accompany form. A \$20 fee will be charged for any insufficient check written.
- ***Criminal Background Check if originally licensed in South Dakota prior to July 2006 and declaring South Dakota as your primary state of residence.***

Once you have met licensure reactivation requirements, you will be mailed a license card that will be valid from the date of issuance to your second birthday thereafter.



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### Application to Reactivate an RN or LPN Inactive Nursing License

I request to REACTIVATE each license checked:

- ☐ SD RN License Number: \_\_\_\_\_  
☐ SD LPN License Number: \_\_\_\_\_

Original License Date: \_\_\_\_\_

Name (Last): \_\_\_\_\_ (First): \_\_\_\_\_ (Middle): \_\_\_\_\_

Name (Other): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone(Home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Cell): \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Email Address: \_\_\_\_\_  
month day year

### Declaration of Primary State of Residence

**I declare** \_\_\_\_\_ to be my primary state of residence. Primary state of residence is where you hold a driver's license, pay taxes and/or vote. This state is referred to as my "home state" under the Nurse Licensure Compact and means that it is my "declared fixed permanent and principal home for legal purposes".

The following can be used to document residency pursuant to the Compact laws and rules.

1. Driver's license with a home address.
2. Voter registration card displaying a home address.
3. Federal income tax return declaring the primary state of residence.
4. Military Form No. 2058 – state of legal residence certificate.
5. W2 from US Government or any bureau, division or agency thereof indicating the declared state of residence.

For Office Use Only:

### ***Military / Federal Employees***

A federal government/military nurse practicing exclusively in federal or military systems, need only have one license from any state or territory per U.S. federal government/military policy. A federal or military nurse who also practices in a civilian health systems is bound by the Compact law and rules.

A federal/military nurse who has proof of residency in a Compact party state may be issued a Compact license with a multi-state practice privilege. A federal/military nurse who does not have proof of residency in a Compact party state may be issued a single-state license regardless of where the nurse is residing. A military/federal nurse may not hold a multi-state license from more than one Compact state at a time.

**Are you employed by the military or practicing in a Federal institution?**

☐ Yes

☐ No

### ***Compliance Information***

**If "YES" is answered to any of the below questions, please attach a detailed explanation. You must also submit copies of charges or citations and ALL communication with (to and from) the citing agency AND the court of jurisdiction, including evidence of completion / compliance with court requirements.**

1.	Have you been convicted, pled no contest/nolo contendere, pled guilty to, or been granted a deferred judgment or adjudication, suspended imposition of sentence with respect to a felony, misdemeanor, or petty offense, other than minor traffic violations, that have not previously been reported to the board?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	Is there any pending charge(s) against you with respect to a felony, misdemeanor, or petty offense other than minor traffic violations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	Are you currently being investigated or is disciplinary action pending against any professional license(s) or certificate(s) held by you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	Has any nursing license or certificate ever held by you in any state or country been denied, revoked, suspended, stipulated, placed on probation, or otherwise subjected to any type of disciplinary action, that have not previously been reported to the board?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.	Have you had privileges revoked, reduced, or otherwise restricted at any hospital or other healthcare provider entity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.	Have you been treated for abuse or misuse of any alcohol or chemical substance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.	Are you currently enrolled in an Alternative to Discipline Program? (ie SD HPAP.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.	Have you experienced a physical, emotional, or mental condition that has endangered or posed a direct threat to the health or safety of persons entrusted to your care or your ability to safely practice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.	Do you currently owe child support arrearages in the amount of \$1000 or more?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## **Employment and Education Information:**

What type of nursing degree / credential qualified you for your first U.S. nursing license?

- ☐ Vocational / Practical Certificate Nursing
- ☐ Diploma – Nursing
- ☐ Associate Degree – Nursing
- ☐ Baccalaureate Degree – Nursing
- ☐ Master's Degree – Nursing
- ☐ Doctoral Degree – Nursing (PhD)
- ☐ Doctoral Degree – Nursing (DNP)

What is your highest level of education?

- ☐ Vocational / Practical Certificate Nursing
- ☐ Diploma – Nursing
- ☐ Associate Degree – Nursing
- ☐ Associate Degree – Non-Nursing
- ☐ Baccalaureate Degree – Nursing
- ☐ Baccalaureate Degree – Non-Nursing
- ☐ Master's Degree – Nursing
- ☐ Master's Degree – Non-Nursing
- ☐ Doctoral Degree – Nursing (PhD)
- ☐ Doctoral Degree – Nursing Practice (DNP)
- ☐ Doctoral Degree – Nursing Other
- ☐ Doctoral Degree – Non-Nursing

Year of initial U.S. Licensure: \_\_\_\_\_

Country of entry-level education: \_\_\_\_\_

## **What is your employment status?**

**Actively employed in nursing or in a position that requires a nurse license (select one)**

- ☐ Full-time
- ☐ Part-time
- ☐ Per diem

**Actively employed in a field other than nursing (select one)**

- ☐ Full-time
- ☐ Part-time
- ☐ Per diem

**Working in nursing only as a volunteer**

☐

**Unemployed (select one)**

- ☐ Seeking work as a nurse
- ☐ Not seeking work as a nurse

**Retired**

☐

In how many positions are you currently employed as a nurse?

- ☐ 1
- ☐ 2
- ☐ 3 or more

How many hours do you work during a typical week in all your nursing positions?

- ☐ <10 hours
- ☐ 11-20 hours
- ☐ 21-30 hours
- ☐ 31-40 hours
- ☐ 41-50 hours
- ☐ 51-60 hours
- ☐ >60 hours

Indicate the zip code, city, state and county of your primary employer.

Zip Code: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
County: \_\_\_\_\_

Identify the type of setting that most closely corresponds to your nursing practice position.

- ☐ Ambulatory Care Setting
- ☐ Assisted Living Facility
- ☐ Community Health
- ☐ Correctional Facility
- ☐ Dialysis Center
- ☐ Home Health
- ☐ Hospice
- ☐ Hospital
- ☐ Insurance Claims / Benefits
- ☐ Nursing Home / Extended Care
- ☐ Occupational Health
- ☐ Policy / Planning Regulatory / Licensing Agency
- ☐ Public Health
- ☐ School Health Services
- ☐ School of Nursing
- ☐ Other

Identify the position title that most closely corresponds to your nursing practice position.

- ☐ Advanced Practice Registered Nurse
- ☐ Case Manager
- ☐ Consultant
- ☐ Nurse Executive
- ☐ Nurse Faculty / Educator
- ☐ Nurse Manager
- ☐ Nurse Researcher
- ☐ Staff Nurse
- ☐ Other – Health Related
- ☐ Other – Non Health Related

Identify the employment specialty that most closely corresponds to your nursing practice position.

- ☐ Acute Care/ Critical Care
- ☐ Adult Health
- ☐ Anesthesia
- ☐ Cardiology
- ☐ Community
- ☐ Emergency / Trauma
- ☐ Family Health
- ☐ Genetics
- ☐ Geriatric / Gerontology
- ☐ Home Health
- ☐ Informatics
- ☐ Information Technology
- ☐ Maternal-Child Health / Obstetrics
- ☐ Medical / Surgical
- ☐ Neonatal
- ☐ Nephrology
- ☐ Neurology / Neurosurgical
- ☐ Occupational Health
- ☐ Oncology
- ☐ Orthopedic
- ☐ Palliative Care / Hospice
- ☐ Pediatrics
- ☐ Perioperative
- ☐ Primary Care
- ☐ Psychiatric / Mental Health / Substance Abuse
- ☐ Public Health
- ☐ Radiology
- ☐ Rehabilitation
- ☐ School Health
- ☐ Urologic
- ☐ Women's Health
- ☐ Other – Clinical Specialties
- ☐ Other – Non Clinical Specialties

What percent of your current position involves direct patient care?

- ☐ 0%
- ☐ 25%
- ☐ 50%
- ☐ 75%
- ☐ 100%

If unemployed, please indicate the reasons.

- ☐ Difficulty in finding a nursing position
- ☐ Disabled
- ☐ Inadequate Salary
- ☐ School
- ☐ Taking care of home and family
- ☐ Other

Formal Education

- ☐ I am not taking courses toward an advanced degree in nursing
- ☐ I am currently taking courses toward an advanced degree in nursing

Do you intend to leave / retire from nursing practice in the next 5 years?

- ☐ Yes
- ☐ No

Other states in which you have ever held a license:

**Active License:** \_\_\_\_\_

**Inactive License:** \_\_\_\_\_

List all states where **currently practicing** nursing, whether physically or electronically:

\_\_\_\_\_

### ***Affidavit***

I, the undersigned, declare and affirm under the penalties of perjury that this application for licensure in the state of South Dakota has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_



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### Verification of Employment

Applicant: Complete the top section of this form then forward to your employer or former employer. This form may be duplicated for additional employment verifications. **Return completed form(s) via fax, email ([Abbey.Bruner@state.sd.us](mailto:Abbey.Bruner@state.sd.us)) or mail to the South Dakota Board of Nursing.**

To obtain/retain active licensure, a nurse must provide verification of a minimum of 140 hours in a 12-month period OR 480 hours in six years of employment/volunteer work in nursing.

***Please Print***

Name (First): \_\_\_\_\_ (Middle): \_\_\_\_\_ (Last): \_\_\_\_\_

License Number: \_\_\_\_\_ SSN: \_\_\_\_\_

I hereby request and authorize my employer/former employer to release the information requested on this form to the South Dakota Board of Nursing for Licensure purposes.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

#### **This Section to be Completed by Current or Previous Employer** **Note: This section cannot be Signed by the Applicant**

The above-named individual is/was employed/volunteered as a nurse (check one):

- ☐ A minimum of 140 hours in a 12-month period during the previous 6 years
- ☐ A minimum of 480 hours during the previous 6 years

I, the undersigned, declare and affirm that, according to our records and to the best of my knowledge and belief, the information provided above for purpose of licensure is true and correct.

\_\_\_\_\_  
Signature of Agency Representative/Title

\_\_\_\_\_  
Date

Who can verify/confirm number of hours employed/volunteered

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_